Lesson: Lesson 8: Adding Graphics and Media Clips to a Presentation

Multiple Choice

1. Which of the following is *not* a media type you can search for in the Clip Art task pane?

a) Clip Art

b) Photographs

c) Diagrams

d) Sounds

Ans: c

Difficulty: Easy

Section Ref: Adding a Picture to a Slide

2. If you insert a graphic on a slide that doesn’t have a placeholder, it will generally appear \_\_\_\_\_\_\_\_\_\_.

a) in the center of the slide

b) in the title placeholder

c) at the upper-left corner of the content area

d) at the lower-right corner of the slide

Ans: a

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

3. Which of the following is *not* a picture file format supported by PowerPoint?

a) GIF

b) JPEG

c) AI

d) TIFF

Ans: c

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

4. If you want to use a picture you located on the Internet in your presentation, what must you consider?

a) whether you need permission to use the picture

b) whether the picture is in a format PowerPoint can display

c) what size the picture is

d) both a and b

Ans: d

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

5. You have a picture that would be perfect on a slide, but the person in it is facing left instead of right. What option can you choose to make the picture face the opposite way?

a) Flip Vertical

b) Rotate 45°

c) Flip Horizontal

d) Reverse Orientation

Ans: a

Difficulty: Medium

Link: Formatting Graphical Elements

6. You want to place a picture so that its top left corner is at a precise location on a slide. Where can you go to set this position?

a) Size group on the Picture Tools Format tab

b) Location group on the Picture Tools Format tab

c) Size and Position dialog box

d) Arrange group on the Picture Tools Format tab

Ans: c

Difficulty: Medium

Section Ref: Formatting Graphical Elements

7. A complex shape may have a \_\_\_\_\_\_\_\_\_\_ adjustment handle to allow you to modify the shape.

a) blue square

b) yellow diamond

c) hollow square

d) yellow circle

Ans: b

Difficulty: Medium

Section Ref: Adding Shapes to Slides

8. Which of the following categories contains the Rectangle, Oval, and Triangle shapes?

a) Plain Shapes

b) Flowchart

c) Basic Shapes

d) Standard Shapes

Ans: c

Difficulty: Medium

Section Ref: Adding Shapes to Slides

9. Add text to a shape by \_\_\_\_\_\_\_\_\_\_.

a) right-clicking the shape and selecting Add Text

b) clicking in the shape and keying the text

c) double-clicking the shape to open a text box

d) inserting a text box in the shape

Ans: b

Difficulty: Medium

Section Ref: Adding Shapes to Slides

10. If you want to move a shape above some shapes and below others, you use the \_\_\_\_\_\_\_\_\_\_ option.

a) Bring to Front

b) Bring Forward

c) Move Forward

d) Move Up

Ans: b

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

11. What option allows you to hide objects that might be in your way while you work on another object?

a) Layers task pane

b) Drawing Tools Format tab

c) Selection and Visibility pane

d) Size and Position dialog box

Ans: c

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

12. What kind of files would most likely be placed in a Photo Album presentation?

a) MOV

b) AVI

c) MPEG

d) JPEG

Ans: d

Difficulty: Medium

Section Ref: Creating a Photo Album Presentation

13. \_\_\_\_\_\_\_\_\_\_ are movable non-printing lines that you can position for use as object positioning helpers.

a) Rulers

b) Locators

c) Gridlines

d) Guides

Ans: d

Difficulty: Medium

Section Ref: Formatting Graphical Elements

14. Where can you adjust the gridline spacing?

a) Home tab

b) Grid and Guides dialog box

c) Grid tab

d) Paragraph dialog box

Ans: b

Difficulty: Hard

Section Ref: Formatting Graphical Elements

15. From which tab can you crop a graphic object?

a) Picture Tools Format

b) Picture Tools Layout

c) Picture Tools Design

d) Picture Tools Options

Ans: a

Difficulty: Hard

Section Ref: Formatting Graphical Elements

16. Brightness and contrast settings can be adjusted on the Picture Tools Format tab by clicking the \_\_\_\_\_\_\_\_\_\_\_\_ button.

a) Image

b) Attributes

c) Corrections

d) Modify

Ans: c

Difficulty: Medium

Section Ref: Formatting Graphical Elements

17. The Remove Background feature is designed for use with which type of artwork?

a) Charts

b) SmartArt

c) Drawn shapes

d) Photos

Ans: d

Difficulty: Medium

Section Ref: Formatting Graphical Elements

18. What does the green circle at the top of a selected shape do when you drag it?

a) Move

b) Flip

c) Rotate

d) Resize

Ans: c

Difficulty: Medium

Section Ref: Formatting Graphical Elements

19. When applying an outline to a shape, which of these would result in a thin but still visible outline?

a) .001 point

b) 1 point

c) 10 point

d) 100 point

Ans: b

Difficulty: Medium

Section Ref: Adding Shapes to Slides

20. Bring to Front and Send Backward are two of the commands you can use to change an object's \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Horizontal position

b) Vertical position

c) Stacking order

d) Absolute position

Ans: c

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

True/False

21. If you have a live Internet connection, PowerPoint will display not only graphics on your system but graphics from Office Online in the Clip Art task pane.

Ans: True

Difficulty: Easy

Section Ref: Adding a Picture to a Slide

22. As soon as you complete the process of cropping a picture, the part of the picture you cropped is deleted permanently.

Ans: False

Difficulty: Medium

Section Ref: Formatting Graphical Elements

23. You must specify line breaks when you key text in a shape.

Ans: False

Difficulty: Medium

Section Ref: Adding Shapes to Slides

24. Objects are stacked in the order in which you created them, from the bottom to the top.

Ans: True

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

25. You can convert any existing presentation into a Photo Album presentation.

Ans: False

Difficulty: Medium

Section Ref: Creating a Photo Album Presentation

26. Clip Art is one of the content placeholder icons on a Title and Content slide layout.

Ans: True

Difficulty: Easy

Section Ref: Adding a Picture to a Slide

27. PowerPoint can import graphic files with a .TGA extension.

Ans: False

Difficulty: Easy

Section Ref: Adding a Picture to a Slide

28. To create a mirror image of an object, on the Picture Tools Format tab, click Rotate in the Arrange group, and then click Flip Horizontal.

Ans: True

Difficulty: Easy

Section Ref: Formatting Graphical Elements

29. To remove a picture's background, click the Remove Background button on the Picture Tools Effects tab.

Ans: False

Difficulty: Medium

Section Ref: Adding Shapes to Slides

30. When compressing a picture, the lower the dpi, the more compressed the picture is, and the less space it will occupy.

Ans: True

Difficulty: Easy

Section Ref: Formatting Graphical Elements

Fill-in-the-blank

31. To search for clips that relate to a particular topic, type a(n) \_\_\_\_\_\_\_\_\_\_ in the Search for box in the Clip Art task pane.

Ans: keyword

Difficulty: Easy

Section Ref: Adding a Picture to a Slide

32. PowerPoint’s drawing \_\_\_\_\_\_\_\_\_\_ consist of a vertical and a horizontal line that intersect at the center of the slide by default.

Ans: guides

Difficulty: Medium

Section Ref: Formatting Graphical Elements

33. Use the \_\_\_\_\_\_\_\_\_\_ option if you want to apply grayscale, sepia, or a current theme color to a picture for a special effect.

Ans: Recolor

Difficulty: Medium

Section Ref: Formatting Graphical Elements

34. Hold down \_\_\_\_\_\_\_\_\_\_ while drawing a rectangle to create a perfect square.

Ans: Shift

Difficulty: Easy

Section Ref: Adding Shapes to Slides

35. You can \_\_\_\_\_\_\_\_\_\_ a selected shape anywhere on a slide to reposition it.

Ans: drag

Difficulty: Easy

Section Ref: Adding Shapes to Slides

36. You use the \_\_\_\_\_\_\_\_\_\_ options to reposition objects in the stack.

Ans: Order Objects

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

37. Use the \_\_\_\_\_\_\_\_\_\_ option if you need to separate a grouped object into its individual shapes.

Ans: Ungroup

Difficulty: Easy

Section Ref: Organizing Objects on a Slide

38. In the Photo Album dialog box, you can choose how many photos will appear per slide by changing the \_\_\_\_\_\_\_\_\_\_\_\_ setting.

Ans: Picture Layout

Difficulty: Easy

Section Ref: Creating a Photo Album Presentation

39. To find a piece of clip art, search by \_\_\_\_\_\_\_\_\_\_\_ in the Clip Art task pane.

Ans: keyword

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

40. An image's ratio of height to width is its \_\_\_\_\_\_\_\_\_ ratio.

Ans: aspect

Difficulty: Medium

Section Ref: Formatting Graphical Elements

41. To change the size of a picture by a percentage of the original dimensions is called \_\_\_\_\_\_\_\_ the picture.

Ans: scaling

Difficulty: Hard

Section Ref: Formatting Graphical Elements

42. To apply artistic effects to a picture, such as making it look like a pencil sketch, select the picture, and on the Picture Tools \_\_\_\_\_\_\_\_\_\_\_\_\_ tab, click Artistic Effects and click the desired effect.

Ans: Format

Difficulty: Medium

Section Ref: Formatting Graphical Elements

43. When drawing an oval, hold down the \_\_\_\_\_\_\_\_ key to constrain it to a perfect circle.

Ans: Shift

Difficulty: Medium

Section Ref: Adding Shapes to Slides

44. To \_\_\_\_\_\_\_\_\_\_\_\_\_ three or more objects on a slide is to adjust their positioning so that there is an equal amount of space between each pair.

Ans: distribute

Difficulty: Hard

Section Ref: Organizing Objects on a Slide

45. A \_\_\_\_\_\_\_\_\_\_ presentation showcases multiple photographs using a special presentation type.

Ans: Photo Album

Difficulty: Medium

Section Ref: Creating a Photo Album Presentation

Short Answer

46. From what task pane can you browse for and insert clip art?

Ans: Clip Art task pane

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

47. What button on the Picture Tools Format tab allows you to restore a picture to its original appearance?

Ans: Reset Picture

Difficulty: Medium

Section Ref: Formatting Graphical Elements

48. What dialog box would you open to have more control over brightness and contrast settings?

Ans: Format Picture

Difficulty: Medium

Section Ref: Formatting Graphical Elements

49. What button gives you access to settings that allow you to adjust a presentation’s file size by reducing picture size?

Ans: Compress Pictures

Difficulty: Medium

Section Ref: Formatting Graphical Elements

50. What button would you click to apply a reflection to a selected shape?

Ans: Shape Effects

Difficulty: Medium

Section Ref: Adding Shapes to Slides

51. What option moves an object all the way to the bottom of the stack of objects?

Ans: Send to Back

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

52. What option must you select if you want objects to align with each other rather than according to the slide?

Ans: Align Selected Objects

Difficulty: Hard

Section Ref: Organizing Objects on a Slide

53. What option would you choose if you wanted a series of objects to be centered vertically?

Ans: Align Middle

Difficulty: Medium

Section Ref: Organizing Objects on a Slide

54. From the Photo Album dialog box, what button do you click to add pictures?

Ans: File/Disk

Difficulty: Medium

Section Ref: Creating a Photo Album Presentation

Essay

55. You want to add a picture that you took with a digital camera to the title slide of a presentation. What steps do you take to insert the picture?

Ans: Click Picture on the Insert tab, navigate to the location of the digital picture file, select the picture, and then click Insert.

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

56. You want to locate a clip drawing of a bell to add to a slide. Describe the steps you would take to find and insert the graphic.

Ans: Click Clip Art in the slide’s content placeholder (or click Clip Art on the Insert tab). Key *bell* in the Search for box. Click the Results should be drop-down arrow and select only Illustrations. Click Go to display clips. Click the desired clip to insert it.

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

57. Why would you consider using a photograph rather than a drawn graphic clip in a presentation?

Ans: Photographs provide a more sophisticated and professional look for a presentation. You would consider using photographs for corporate presentations or other formal slide shows that must have a serious or sophisticated appearance.

Difficulty: Medium

Section Ref: Adding a Picture to a Slide

58. What do you see on the rulers when you move the pointer on the slide?

Ans: Short, dotted lines display on the horizontal and vertical rulers to indicate the pointer’s position on the slide.

Difficulty: Medium

Section Ref: Formatting Graphical Elements

59. What is the difference between sizing and scaling?

Ans: When you size a picture, you specify exact dimensions. When you scale a picture, you specify a percentage of the original size.

Difficulty: Hard

Section Ref: Formatting Graphical Elements

60. What happens if you deselect the Lock aspect ratio option before adjusting a picture’s size?

Ans: Deselecting this option allows you to size width and height independently in order to distort the picture.

Difficulty: Medium

Section Ref: Formatting Graphical Elements

61. You have applied a picture Quick Style with a heavy black border. How can you change the border color of the style?

Ans: Select the picture, display the Picture Tools Format tab if necessary, click the Picture Border button, and select a new color.

Difficulty: Medium

Section Ref: Formatting Graphical Elements

62. Why would a Glow picture effect be less effective on a dark background?

Ans: Glow colors are designed to mix with the background color, so a dark background would darken the glow and make it less obvious.

Difficulty: Hard

Section Ref: Formatting Graphical Elements

63. When compressing pictures, in what situation would the Print (220 dpi) option be the best choice?

Ans: Use this option if you know your presentation materials are going to be printed. This option provides the best quality for printing.

Difficulty: Medium

Section Ref: Formatting Graphical Elements

64. You want to draw a series of lines that are diagonal to exactly 45 degrees. How would you draw the lines?

Ans: Click a Shapes gallery on the Home, Insert, or Drawing Tools Format tab, select the Line tool, hold down Shift, and draw the lines.

Difficulty: Medium

Section Ref: Adding Shapes to Slides

65. Describe two ways to copy a shape on a slide.

Ans: Select the shape, click the Copy button, then click the Paste button. Or, select the shape, hold down the Ctrl key, and drag a copy of the shape.

Difficulty: Hard

Section Ref: Adding Shapes to Slides

66. You have added text to a shape and the words have broken up improperly into separate letters on several lines. What can you do to fix this problem?

Ans: Enlarge the shape or reduce the size of the type so the text displays properly.

Difficulty: Medium

Section Ref: Adding Shapes to Slides

67. Describe the method you would use to select a number of shapes so you can format them all at once.

Ans: Click the first shape, hold down Shift, and click additional shapes.

Difficulty: Medium

Section Ref: Adding Shapes to Slides

68. You have created four shapes on a slide that you want to be evenly spaced across the width of the entire slide. What steps would you take to complete this task?

Ans: Select all four shapes, click Align, click Align to Slide, then click Align again and click Distribute Horizontally.

Difficulty: Hard

Section Ref: Organizing Objects on a Slide

69. What type of presentation would a Photo Album presentation be useful for?

Ans: A photo album presentation is useful in situations where you need to present lots of photos with little or no supporting text.

Difficulty: Easy

Section Ref: Creating a Photo Album Presentation

70. How can you change a photo album presentation to use a different frame shape?

Ans: On the Edit tab, click the arrow under the Photo Album button, and click Edit Photo Album. Open the Frame Shape drop-down list and select a different frame shape.

Difficulty: Hard

Section Ref: Creating a Photo Album Presentation